All Systems Geographic Report

Menu Option: Pub All Systems Geo Report

Purpose: This report is used to find case serial numbers by legal land description within all the LR2000 systems; Case Recordation, Mining Claim Recordation and Status. The report lists the system, legal land description, case type, serial number, case disposition, the action code that set the case disposition, and case acres.

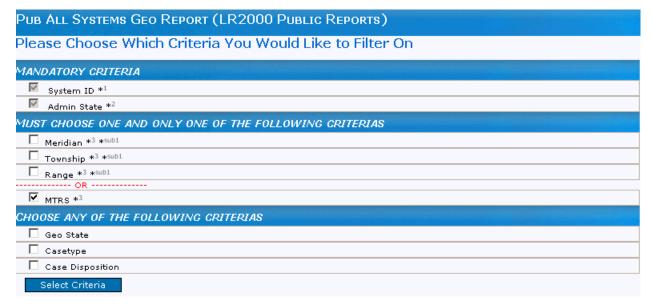
Selection Criteria: The criteria input for the report is found in the Public All System Reports menu grouping from the Reporting Application. This report allows you to search for cases in the LR2000 system by system ID and/or a combination of any of the following criteria.

The required criteria include system ID, administrative state, and either the combination of meridian, township, and range, or their combined MTRS designation.

Additional criteria that can be used include geographic state, case type, and/or case disposition.

Procedure:

1. Select **Pub All Systems Geo Report** from the reporting menu.



- 2. Select either the MTRS criteria or one of the Meridian, Township, or Range criteria options. This information is required; therefore, by selecting one selects all criteria above the –OR–line.
- 3. Click to place a checkmark by the optional criteria you want to include in the search.
- 4. Click **Select Criteria** to specify search criteria values.

Return to Application Menu Return to Report Menu Return to Criteria Selection
Рив All Systems Geo Report (LR2000 Public Reports)
Please Set the Limits You Would Like to Filter On
MANDATORY CRITERIA
Set System ID
Set Admin State
Set Meridian
Set Township
Set Range
OPTIONAL CRITERIA
Set Geo State
Set Casetype
Set Case Disposition
Reset Run Report

Note: To change criteria selection, click Return to Criteria Selection.

TIP: To select multiple values for a criterion, enter each code separated by a comma in the text field or use the ALT or Shift key and select multiple items in the list box. Click Close or click Set for another criterion to retain the search criteria.

Identify the Required Information:

5. Click **Set** for **System ID** to specify the system associated with the customer.

Enter the code (in upper case) in the text field or select from the Select system ID box.

- CR for Case Recordation
- MC for Mining Claims
- ST for Status
- 6. Click **Set** for **Admin State** to specify the state in which the customer resides.

Type the two-letter state code in the edit field or select it from the list.

- 7. Set the applicable **Meridian, Township, Range** section information. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.
 - For separate Meridian, Township, and Range Criteria:
 - a. Click **Set** for **Meridian** and select the applicable meridian code(s) for the selected state.
 - b. Click **Set** for **Township.** The townships associated with the selected meridian display in the selection box. Select the applicable code(s).

c. Click **Set** for **Range.** The ranges for the selected township display in the selection box. Select the applicable code(s).

• For MTRS:

a. Click Set for **MTRS**. Enter the exact code and click the green checkmark to place the entry into the selection box.



If multiple entries are added to the box, click Select All to use all legal land descriptions are report criteria.

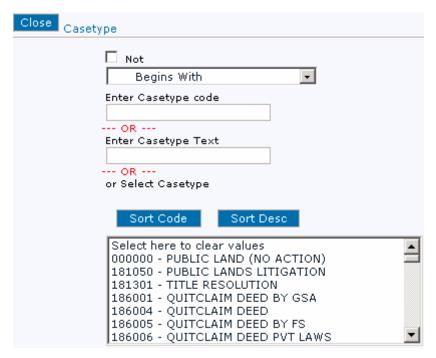
Identify the Optional Information:

8. Click **Set** for **Geo State** to specify the state in which the customer resides.

Only the geo states associated with the admin state appear in the Geo State selection box. If the Admin State has not been selected yet, all states appear in the selection box.

Enter the two digit state code(s) in the text field or select from the list box.

9. Click **Set** for **Casetype** to identify one or more case types.



This type of criteria selection provides the option between using an operator (such as "begins with"), an optional not, (to state that the code does not "begin with" the entry) and two text fields to enter all or part of the code or casetype text. Select multiple by placing a comma between the entries.

OR

Select the casetype value from the list box. Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria.

10. Click **Set** for **Case Disposition.** The case dispositions for the selected System Id displays in the selection box.

Enter or select the desired case disposition(s). Select multiple by holding down the Ctrl key to select non-sequential criteria or holding down the Shift key and selecting sequential criteria

- If the required criterion for System ID is Case Recordation, select from Authorized, Cancelled, Closed, Expired, Pending, Rejected, Relinquished, Void and Withdrawn.
- If the required criterion for System ID is Mining Claims, select from Active, Closed, Pending, and Void.
- If the required criterion for System ID is Status, no case dispositions are applicable so click to place a checkmark in the 'Include NULL' box.

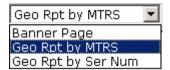
Process Report:

- 11. With all criteria selected, click **Run Report.**
- 12. Click **OK** to confirm the report criteria.

If all required criteria have not been identified, a message specifies the criteria that must be set. Click OK, identify criteria values and run the report again.

When the report has finished processing, The Geographic Report by MTRS displays.

Select from the drop down list on the tool bar above the report to switch between the report formatted by MTRS, formatted by serial number, and the banner page.



- Geo Rpt by MTRS Sorts the report by meridian, township, range and section within a system. (Case Recordation, Mining Claims, Statue)
- Geo Rpt by Serial Number Sorts the report by serial number within a system.

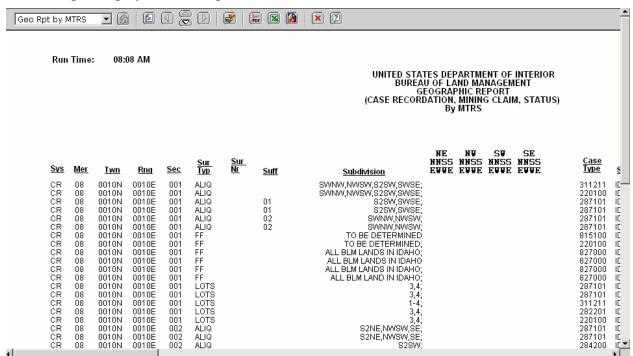
Print Report:

To print the report, the report must first be converted into a pdf. Printing from the original display of the report will just print the information displayed in the report window.

1. Click the (pdf) icon on the tool bar.

The system converts the information to Adobe Reader format, showing an hour glass while the conversion is processing.

2. When the pdf displays, click the printer icon or select File > Print.



Use the scroll bar to bring additional information into view.

Click the down arrow on the tool bar to move to the next page.